

## LCPS: HOW TO VIEW A PAYSLIP IN ORACLE SELF-SERVICE

## Summary

In this module you will learn how to view a Payslip in Oracle Self-Service. Steps

1. Welcome to the training module on How to View a Payslip in Oracle Self-Service!



2. From the Home page, you are able to access all of the features available in Oracle Self-Service. For this training module we will begin by selecting **LCPS Employee Self-Service**.





## NOTES

3. The self-service options display. Select **Payslip** to view your Payslip details.

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4. A popup window will appear asking what you want to do with the PDF of your most recent Payslip. For this example, select **Open**.

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- 5. The Payslip page displays. Payroll information will appear for a selected Payslip period. Here, you can perform several actions with the information given:
  - Save you may save this Payslip on your desktop or other media device.
  - Print you may print the Payslip at the printer of your choice.
  - Zoom Out allows you to increase the size of the page.
  - Zoom In allows you to decrease the size of the page.
  - Show Adobe Acrobat toolbar allows you to use the Adobe Acrobat toolbar to manage the page.

Use the scrollbar to navigate down the page and view additional information.

Employee Organization Email Ad house a Reyslip: 11/10/2017 - 66660 - Check 1 (2)   669	Native Dos, Barbaro Materia Territor Designations Print	Zoom In	Employer Number County Public Knock BG
ORACLE Payroll	S Zoom Ou	Show Adobe A	navigate down the page.
Employee Full Name Job Title Employee Number Latest Kire Date Adjusted Service Date	Barbara Doe Classified.Technicians 99900 03-Mar-2004	Employer Name Employer Phone Number Pay Basis Grade Employer Address	Loudoun County Public Schools Hourly Equalized Classified Level 17 21000 Education Court Suite 215A Ashburn, V4 20148
Assignment Number Location	99990 Financial Applications Specialist Team Office		US

6. The Payslip displays the Pay Period and Salary information for the Payslip selected; a Summary of your current and year to date (YTD) pay information; and, the current and cumulative Hours and Earnings. Use the scrollbar to navigate down the page.

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7. The Payslip page also displays current and YTD Pre- and After- Tax Deductions, Taxes assessed, and Accrual balances. Use the scrollbar to navigate down the page.

Pre Tax Deductions			Taxes		
Description	Current	YTD	Description	Current	YTE
VRS EE DB	146.52	3,033.78	Federal Tax	193.60	2,669.2
Medical and Rx	92.13	2,119.02	Social Security	191.74	3,578.2
Dental	11.96	275.12	Medicare	44.84	836.8
Vision	1.21	27.82	VA State Tax	94.42	1,477.13
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After Tax Deductions			Accruais		
Description	Current	YTD	Description	Current	Balance
Critical Illoses	5.03	115.70	Comp Time	0.00	0.00
CHUCAI IIII IESS	6.01	138.22	Sick Leave	0.00	393.5
Accident Injury	0.01		Deserved Lawye	0.00	0.0
Accident Injury LTD	14.88	329.69	Personal Leave	0.00	
Accident Injury	14.88	329.69	Personal Leave	0.00	

8. Tax Withholding Information, Net Pay Distribution, Third Party Pay Distributions, Other general Information, and Messages are also accessible on the Payslip page. Use the scrollbar to navigate back up the page.

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	Tax Withholdin	ng Information						1
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	Virginia	Not Used	1	0	0.00	0.00	0.00	
	Federal	Married	1		0.00	0.00	0.00	
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NOTES 9. After reviewing your information you can select the **Home** icon to return to the Home page.

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CITACLE Payroll	raysiip	
Employee Full Name Barbara Doe	Employer Name	Loudoun County Public Schools
Job Title Classified.Technician	5 Employer Phone Numbe	Hourty Equalized
Latest Hire Date 03-Mar-2004	Grade	Classified Level 17
Adjusted Service Date	Employer Address	21000 Education Court
		Suite 215A
		Ashburn, VA 20148
Assignment Number 99990		
Assignment number 66666		

10. The Home page will display. You can select another option and continue to work or Logout of Oracle Self-Service. You have completed the training module on How to View a Payslip in Oracle Self-Service.

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Key Points and Best Practices
